

Update of governing body details

Non-State Schools Accreditation Board

Privacy information

This form collects information to enable the Non-State Schools Accreditation Board to update the register kept under section 164 of the *Education (Accreditation of Non-State Schools) Act 2001* (the "Accreditation Act").

Certain data collected in this form is 'personal information' within the meaning of the Queensland Government *Information Privacy Act 2009*, which deals with the collection and handling of such information by government agencies. This form collects personal information about the chairperson, an authorised contact person and governing body directors for the purpose of processing this update notification.

The information collected in this form may be disclosed to the following entities:

- the Minister for Education;
- the Office of Non-State Education within the Queensland Department of Education and Training and other relevant areas of the Queensland Department of Education and Training;
- the Commonwealth Department of Education and Training;
- the Public Safety Business Agency (Blue Card Services);
- relevant stakeholders to the Non-State Schools Accreditation Board;
- persons requesting contact information for the governing body.

Certain information collected in this form may also be published under Open data (data.qld.gov.au) if suitable for release.

In other instances, the information collected in this form can be disclosed without further consent where authorised or required by law.

Governing body details

Provide the name of the governing body included in this update notification.

Name of governing body: _____

Update details

Notification to change or update the following:

Office details Chairperson Directors (appointment, cessation, blue card/exemption card details)

Please note, if only one section requires updating, the other ones can be left blank.

Office details

Provide details of the office of the governing body if this section requires updating. All future correspondence and enquiries will be directed to this address (*fields marked with * are mandatory*).

Name* _____ Position* _____

Postal address* _____

Suburb* _____ State/Territory* _____ Postcode* _____

Contact phone 1* _____ Contact phone 2 _____

Email* _____

Chairperson

Provide current details of the chairperson if this section requires updating (*fields marked with * are mandatory*).

Title* _____ First name* _____ Middle name* _____ Last name* _____

Salutation* _____ Blue/Exemption card no.* _____ Expiry date _____

Postal address* _____

Suburb* _____ State/Territory* _____ Postcode* _____

Contact phone 1* _____ Contact phone 2 _____ Email* _____

Directors

Only provide details for directors whose status on the governing body have changed, or blue card/exemption card details require updating.

Note: All names should be written exactly as displayed on the positive notice (blue card) or positive exemption notice (exemption card).

Title	First Name	Middle Name(s)	Last Name	Type of card	Blue card / exemption card number	Blue card expiry date	Appointment/cessation	Date of appointment/cessation
				Blue card			[Please select]	
				Blue card			[Please select]	
				Blue card			[Please select]	
				Blue card			[Please select]	
				Blue card			[Please select]	
				Blue card			[Please select]	
				Blue card			[Please select]	
				Blue card			[Please select]	
				Blue card			[Please select]	

Declaration

The person authorised by the incorporated governing body to act on its behalf, for example the chairperson or secretary, is to sign the declaration and provide the contact details below.

I, _____ (*insert full name here*), authorised by _____ (*insert name of governing body here*),

declare that the information provided in this form is, to the best of my knowledge, true and correct.

Date: _____

Street address: _____ Phone number: _____

Email address: _____ Position in relation to governing body: _____

Upload the form to the [NSSAB Online Services](#) or email to admin@nssab.qld.edu.au